



# School of Social Work

## Online Programs Continuing Student Registration Guide

### Registration

Register for courses on the Student Link:

(<http://www.bu.edu/studentlink> )

The Student Link is where you can register for classes, review your transcript, update your address, and pay your tuition bill. You will use your login name and Kerberos password to access the Student Link.

The courses you should register for the Summer 2016 semester are outlined on the chart on the next page. The chart correlates with a cohort. Your cohort is the semester and year in which you entered the Online MSW Program (i.e. Spring 2015). If you have a revised program plan you should follow it accordingly and contact **Jennifer Grahek** at [jpace@bu.edu](mailto:jpace@bu.edu) to be sure you are registered correctly.

*To ensure you are fully prepared for the upcoming semester, you are required to register by the following deadlines:*

**Summer 1 courses - Register by 4/26/2016**

**Summer 2 courses – Register by 6/21/2016**

**All Field Education credits and Integrative Seminar registration must also be completed by 4/26/2016**

### How to Register (example)

- Log into the Student Link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink))
- Click on 'Academics.'
- Next click on 'Registration.'
- Login using your BU user name and Kerberos password.
- Go to the semester (e.g., Summer 1 or Summer 2, 2015, and click on 'Reg Options.')
- Click on "Register for Classes"
- Enter your course information: (college) SSW; (department) WP; (course number) 701; (section) OL
- Click "Add Class to Schedule"

This guide serves as your refresher on the registration process at Boston University School of Social Work. For general program information please review Information Central on the [Online Campus](#). Should you have any questions, please feel free to email us at [sswolp@bu.edu](mailto:sswolp@bu.edu)

Best wishes on another successful semester!

**Registration by Cohort: Summer 2014 Cohort Only**

Boston University School of Social Work Online MSW Degree Summer 2014 Cohort Summer 2016 Semester Registration Information					
Session	Course #	Course Title	Credits	Instructor	Course Dates
Summer I	CP795	Cognitive and Behavioral Treatment	3	Clyman	5/10-6/27/16
Summer II	WP705	MH & Social Policy	3	Torres	7/5-8/22/16
Summer	IS100 OL	Integrative Seminar	0	Field Education Staff	5/10-8/22/16
Field Education	FE823 (HSE Track)	Field Education	3	Field Education Staff	5/10-8/22/16
Field Education	FE821 (Traditional Track)	FE818 (Traditional Track)	3	Field Education Staff	5/10-8/22/16

**\*The Field Education credits/course dates outline above are standard. Please consult with your advisor for specific internship dates, program plan, and credits needed.**

**\*\*When you register for a course, you are also registering for your preferred Live Classroom section. In the “Notes” section of the registration page, each course corresponds with a list of Live Classroom times. See the following example:**

Boston University Student Link



**UNIVERSITY CLASS SCHEDULE - REPORT**

Semester: Fall 2015 Search by: Class Number

Class	Title /Instructor	Cr Hrs	Type	Open Seats	Bld Room	Day	Start	Stop	Notes
Sections O1-O4 are Fall 1 Courses. Run from 09/01/15- 10/19/15.									
<a href="#">SSW CP809 O1</a>	Alc& Drug Abuse Amodeo	3.0	Independent	13		Arranged <a href="#">Sep 1 - Oct 19</a>			Live Classroom mts Sundays 07:00-08:00 PM EST. OLP Only. <a href="#">Permission Required</a> On-line course
<a href="#">SSW CP809 O2</a>	Alc& Drug Abuse Amodeo	3.0	Independent	13		Arranged <a href="#">Sep 1 - Oct 19</a>			Live Classroom mts Sundays 08:00-09:00 P EST. OLP Only. <a href="#">Permission Required</a> On-line course

**By selecting SSW CP809 O1, a student is registering for both the online course and the Live Classroom section taking place Sun 7 – 8 p.m. By selecting SSW CP809 O2, a**

student is registering for **both** the online course and the Live Classroom section taking place Sun 8 – 9 p.m. Please follow the instructions above to register for each course listed above excluding the integrative seminar. The integrative seminar only has 1 section – OL.

Should you need assistance with the registration process, please contact:

**Jennifer Rosenberg Warner, SSW Registrar**  
Phone: 617-353-2221 Email: [jarose@bu.edu](mailto:jarose@bu.edu)

Jennifer can assist you when you have difficulty registering for classes, need to add or drop a class, and help fix any registration errors you may have made (i.e. register for wrong class, adjust FE credits).

## **COURSE DESCRIPTIONS**

If you wish to see a description of your courses ahead of time, course descriptions are located in the SSW Bulletin: <http://www.bu.edu/academics/ssw/courses/>

## **SEMESTER FORMAT**

There are three semesters in an academic year (Fall, Spring, Summer) in the Online MSW Program. Semesters are made up of two sessions each (i.e. Summer 1 and Summer 2). Most courses run for 7 weeks with the exception of CP770, CP771, CP772 which run for 5 weeks.

## **PROGRAM PLANS & ADJUSTMENTS**

Online MSW students are required to follow a standard program plan in order to fulfill the requirements for the MSW degree. Program plans will vary depending on student's admitted track (HSE, TT, or AS).

If you take a Leave of Absence at any time in Online MSW program, your program plan will need to be adjusted. Any variation from the program plan requires prior written approval from **Jennifer Grahek, Online Program Administrator** or **Sabrina DiRito, OLP Student Services Coordinator**. Please contact them at to request program plan revisions or check to ensure you registered correctly.

## **STUDENT ACCOUNTS & PAYMENT**

After registering you should expect a tuition bill from [Student Accounts](#). Please contact the **Student Accounting Office** at 617-353-2264 should you have questions regarding your bill. Once you have a BU login and password you may check the status of your account and pay your bill via the BU Student Link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink)).

You may also review your bill, learn about payment options, and monitor the payment deadlines and late fees on the Student Accounts webpage:

<http://www.bu.edu/studentaccountingservices/>

## TUITION & FINANCIAL AID

- The Summer 2016 online program tuition is charged at the rate of **\$730 per credit**.
- **There is also a \$60 part time graduate student service fee and \$60 technology fee per credit per semester.**
- Please remember that in order to be eligible for financial aid students must be registered for at least six credits per semester.
- Please visit the [SSW Financial Aid page](#) for information on the financial aid process, forms, and deadlines.
- Federal loans will not be finalized until after you are registered for courses. You will receive more information about your financial aid status after you register.
- Financial Aid questions should be directed to:
  - **Sandra Butler, SSW Financial Aid Manager**  
[sebutler@bu.edu](mailto:sebutler@bu.edu) 617-353-0489

## ADDING COURSES TO YOUR SCHEDULE

If you need to add a course to your schedule due to a program plan adjustment or registration error you should follow this process.

- Consult with **Sandra Butler, Financial Aid Manager**, [sebutler@bu.edu](mailto:sebutler@bu.edu) to discuss any financial implications that may occur when adding a course.
- Add course by logging onto the Student Link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink))
  - If it is past the deadline to register via the Student Link, contact the **SSW Registrar, Jennifer Rosenberg-Warner**, [jarose@bu.edu](mailto:jarose@bu.edu). Make sure you have the following information available:
    - Full Name
    - BU ID
    - Program: Online MSW
    - Courses needed to add (i.e. HB720 OL)

## DROPPING COURSES ON YOUR SCHEDULE

Students should discuss plans of dropping or withdrawing from courses with **Jennifer Grahek, Online Program Administrator** prior to making changes to their schedule. Dropping or withdrawing from courses will impact program plans, status in program, and students may need to file a leave of absence. In addition, students should also follow the necessary steps:

Notes to review prior to dropping a class:

- Pay close attention to the Add/Drop deadlines to avoid fees and tuition obligations.
- Registration and other fees are non-refundable as of the first day of the semester.
- Students can drop a course by the drop deadlines for possible reversal of charges.
- After the drop course deadline, students can withdraw from a course. Withdrawing from a course means the course will remain on the student's transcript as a "W". Withdrawn students will not be eligible for a refund and will be required to pay for courses.
- To view important deadlines including the **last day for 100% Tuition reimbursement** and **last day for withdrawing** from courses please view:  
<http://www.bu.edu/online/course-schedule/important-dates/index.html>.

The following steps should be taken when dropping or withdrawing from a course:

- Prior to dropping a course, contact **Sandra Butler, Financial Aid Manager**, [sebutler@bu.edu](mailto:sebutler@bu.edu) to discuss Federal Stafford Loan obligations and any implications that may occur when dropping a course.
- Notify **Jennifer Grahek, Online Program Administrator**, [jpace@bu.edu](mailto:jpace@bu.edu) to discuss your intentions in the Online MSW program and revising your program plan.
- Inform your instructor, facilitator, and advisor that you will be dropping a course.
- Log onto Student Link to drop or withdraw from the course(s).
  - Go to [www.bu.edu/studentlink](http://www.bu.edu/studentlink)
  - Sign in using your BU login name & Kerberos Password
  - Select the tab titled “Academics”
  - Click on “Registration”
  - Click on “Reg Options”
  - Click on “Drop Class”
  - Using the checkboxes, mark each class you wish to drop and then click on “Drop Marked Classes”
- If you need help with dropping from a course, please contact the SSW Registrar, **Jennifer Rosenberg Warner**, [jarose@bu.edu](mailto:jarose@bu.edu). Make sure you have the following information available:
  1. Full Name
  2. BU ID
  3. Program: Online
  4. Courses needed to add/drop (i.e. HB720 03)

**\*In addition to dropping a class, students:**

- May be required to complete an official [Withdrawal/Leave of Absence](#) form if you are taking a leave of absence or withdrawing from the program
- Students who need to drop all courses and drop down to zero credits will be required to fill out a Withdrawal/Leave of Absence form.
- If you do not submit the appropriate paperwork by the withdraw deadline, you will not be officially withdrawn, required to pay the course/semester’s tuition, and be graded in any active courses.

### **WITHDRAWING FROM COURSES**

Students looking to drop a course past the drop deadline have the option of withdrawing from the course. Withdrawing from a course will result in a W on your transcript. This will disrupt your program plan and most likely require you to take a leave of absence. Students should consult with **Jennifer Grahek, Online Program Administrator**, about withdrawing prior to doing so.

**Notes when withdrawing from a course:**

- *Registration and other fees are non-refundable as of the first day of the semester.*
- Last Day to Drop with a “W” grade means the course will remain on your transcript with “W” grade

- Students will not be eligible for a refund and will be required to enroll and pay for the course again.

The following steps should be taken when withdrawing from a course:

- Notify **Jennifer Grahek, Online Program Administrator**, [jpance@bu.edu](mailto:jpance@bu.edu) to discuss your intentions in the Online MSW program and revising your program plan.
- Inform your instructor, facilitator, and advisor if you are planning on withdrawing from a course.
- If you are in a field internship or planning to start one next semester, contact your Advisor to review field placement policies and implications.
- Contact **Sandra Butler, Financial Aid Manager**, [sebutler@bu.edu](mailto:sebutler@bu.edu) prior to withdrawing from courses to review financial implications. Students must be registered for at least 6 credits per semester to be eligible for the Federal Stafford Loan.
- You may be required to complete an official [Withdrawal/Leave of Absence](#) form. If you do not submit the appropriate paperwork by the withdraw deadline, you will not be officially withdrawn, required to pay the course/semester's tuition, and be graded in any active courses.
- Students who need to drop all courses and drop down to zero credits will be required to fill out a Withdrawal/Leave of Absence form.

If you need help with withdrawing, please email the **SSW Registrar, Jennifer Rosenberg Warner**, [jarose@bu.edu](mailto:jarose@bu.edu). Make sure you have the following information available:

1. Full Name
2. BU ID
3. Program: Online
4. Courses needed to withdraw from (i.e. HB720 03)

**\*Withdrawing from the program would follow the same procedures and deadlines and a Withdraw/LOA form will be required to be filled out. If you do not submit the appropriate paperwork by the withdraw deadline, you will not be officially withdrawn, required to pay the course/semester's tuition, and be graded in any active courses.**

## IMPORTANT CONTACTS

We are committed to helping you succeed in the program by offering you a variety of resources and virtual supports. In addition, it is important to become familiar with the School of Social Work and Office of Distance Education contacts below:

### **Jennifer Grahek, Online Program Administrator, School of Social Work**

Phone: 617-358-2466

Email: [jpance@bu.edu](mailto:jpance@bu.edu)

Fax: 617-353-5612

Jen serves as the primary contact for newly admitted students to the School of Social Work. She is your resource for academic advising, program planning, academic policies/procedures,



and graduation requirements. You should notify her if you have changed your name, address, or are dropping courses.

**Sabrina DiRito, Online Program Student Services Coordinator, School of Social Work**

Phone: 617-353-4769

Email: [sdirito@bu.edu](mailto:sdirito@bu.edu)

Fax: 617-353-5612

Sabrina can assist you with questions regarding academic advising, program planning, academic policies/procedures, and graduation requirements.

**Stephanie Clendenin, Sr. Staff Coordinator, School of Social Work, Online Program**

Phone: 617-353-1746

Email: [sswolp@bu.edu](mailto:sswolp@bu.edu)

Fax: 617-353-5612

Stephanie serves as the primary contact for general inquiries and comments. She is a resource for helping to connect you with other members of the Online Program team.

**Emily Heffernan, Sr. Faculty & Student Support Administrator, Office of Distance Education**

Phone: 617-358-6444/ (888)835-5334

Email: [eheff@bu.edu](mailto:eheff@bu.edu)

Emily will assist you with setting up your BU login account and navigating you through Online Campus. Throughout the program she is available to support you with technical issues within your course, to connect you to BU resources, and to provide you with textbook, course dates, and registration information. Emily provides Live Classroom technology updates and assists in coordination of support.

**Sandra Butler, OLP Financial Aid Manager , School of Social Work Financial Aid Office**

Students who have questions about the financial aid process, sources of aid and eligibility should contact Sandra.

Phone: 617-353-0489

Email: [sebutler@bu.edu](mailto:sebutler@bu.edu)

Fax: 617- 353-5612

Website: [http://www.bu.edu/ssw/admissions/msw\\_adm/cost/](http://www.bu.edu/ssw/admissions/msw_adm/cost/)

**Jennifer Warner, SSW Registrar, School of Social Work**

Students who need assistance with adding, dropping, or withdrawing from classes should contact the SSW Registrar, Jennifer Rosenberg-Warner:

Phone: 617-353-2221

Email: [jarose@bu.edu](mailto:jarose@bu.edu)

Fax: 617- 353-5612

## **OLP Field Education**

Students who need assistance with field education plans, regional advisors, integrative seminar, and E-Portfolio should contact the Office of Field Education.

### **Denise Osei-Mensah, OLP Field Education Administrative Coordinator**

Phone: 617-353-3750

Email: [sswolpFE@bu.edu](mailto:sswolpFE@bu.edu)

Fax: 617-353-8348

Denise is a resource and primary contact for students with general inquiries related to Field Education. Students submitting documents related to Field Education should contact her.

### **Kristina Whiton-O'Brien, Assistant Director of Advising & Field Education**

Phone: 617-872-8995

Email: [whitonob@bu.edu](mailto:whitonob@bu.edu)

### **Diane Crowley, Online Advising and Field Education Coordinator**

Phone: 617.699.8299

Email: [crowleyd@bu.edu](mailto:crowleyd@bu.edu)

## **Student Accounting Office**

Students who have questions about billing, payment deadlines, account inquiries, and health insurance should contact the Boston University Student Accounting Office:

Phone: 617-353-2264

Email: [studenta@bu.edu](mailto:studenta@bu.edu)

Website: <http://www.bu.edu/studentaccountingservices/>

## **Technology Support**

Students who need desktop support, including issues with the Online Campus (Blackboard Learning Management System) and Adobe Connect should contact the BU Information Services and Technology. Please make sure to identify yourself as a distance education student.

Phone: 617-353-HELP (4357)

Email: [ithelp@bu.edu](mailto:ithelp@bu.edu)

Website: <http://www.bu.edu/tech/>

## **Academic Accommodations and Support**

Students with disabilities looking for additional academic support and requesting accommodations should contact the BU Office of Disability Services. *Students should plan on contacting disability services as soon as possible so that accommodations can be made in a timely manner.*

Phone: 617-353-3658

Email: [access@bu.edu](mailto:access@bu.edu)

Website: <http://www.bu.edu/disability/>

Policies and Procedures for requesting academic accommodations: [www.bu.edu/disability/policies-procedures/](http://www.bu.edu/disability/policies-procedures/)



**Veteran Services**

Support for Veterans can be found through the BU Office of the Registrar (**OUR**). Students should contact **OUR** for more information regarding educational benefits and programs.

Phone: 617-353-3678

Email: [veterans@bu.edu](mailto:veterans@bu.edu)

Website: <http://www.bu.edu/reg/general-information/veterans-services/>

**School of Social Work Program Website and Email**

Registration guides, program information, news, and events will be communicated via email. Please be sure to keep [sswolp@bu.edu](mailto:sswolp@bu.edu) as a contact, as many communications will be sent from this address.

Website: <http://www.bu.edu/ssw/students/current/currentstudents/>

## Online Program Calendar

### **Summer 2016 Semester**

May 10, 2016	First day of Summer 1 classes
May 30 2016	Holiday: BU Offices closed; classes follow course schedule
June 27, 2016	Last day of Summer 1 classes
July 4, 2016	Holiday: BU Offices closed; classes follow course schedule
July 5, 2016	First day of Summer 2 classes
August 22, 2016	Last day of Summer 2 classes
May 13 – 15, 2016	Commencement Weekend

### **Fall 2016 Semester**

September 6, 2016	First day of Fall 1 classes
October 10, 2016	Holiday: BU Offices closed; classes follow course schedule
October 24, 2016	Last day of Fall 1 classes
November 1, 2016	First day of Fall 2 classes
November 23 – 27	Thanksgiving Recess: BU Offices closed; classes follow course schedule
December 19, 2016	Last day of Fall 2 classes

*The University, in scheduling classes on religious holidays, intends that students observing those holidays be given ample opportunity to make-up the work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet their classes or for canceled classes to be rescheduled. This calendar is subject to change.*